

# Buhrer Dual Language Academy

*"Creating Bilingual Scholars Every Day"*

Mrs. Sánchez, Principal



## Dismissal Procedures

| Time                                                                                             | Classrooms                     | Bus Riders                                                                                                                                                                                                                                                                                                                                                                               | Walkers                                                                                                                                                                                                                                                                                                     | Location Where Students Exit                                                        |
|--------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 3:40                                                                                             | All classes upstairs           | Upstairs - released to go to locker and dismissed to their buses. Students should not be dismissed till 3:40. Students must wait at the top of the stairs till they are directed to come down the stairs.                                                                                                                                                                                | Remain in the classroom till 3:40. Students must wait at the top of the stairs till they are directed to come down the stairs.                                                                                                                                                                              | Bus Riders/Walkers Front Door                                                       |
| 3:35-3:40                                                                                        | PK                             | Immediately begin escorting students on the bus. Bus drivers do not have to report to their buses till 3:40. Please keep this in mind, if the bus driver is not on their bus.<br><b>Ms. Rivera –PK- 154</b>                                                                                                                                                                              | Signed out by the teacher<br>If parents do not arrive on time, please escort students to the front office and provide information to the paraprofessional that is assigned to your classroom.                                                                                                               | Back door of the classroom                                                          |
| 3:30                                                                                             | K                              | K students will be walked to the gym by the paraprofessional and students will be lined up by the color of their bus. K students who will be in after school programming will be walked to the media center by the paraprofessional. All students should be sitting underneath their bus sign by 3:33.<br><br><b>Ms. Berrios will take Rm 150</b><br><b>Mr. Morales will take Rm 152</b> | Signed out by the teacher<br>If parents do not arrive on time, please escort students to the front office and provide information to the paraprofessional that is assigned to your classroom.                                                                                                               | Back door of the classroom                                                          |
| 3:30 – Student must be sitting under their bus color.<br><br>Walkers are lined up to go outside. | 1 <sup>st</sup> and 2nd Grade: | Escorted by one grade level teacher to the gym and students will be lined up by the color of their bus.<br><br>1st grade students who will be in after school programming will be walked to the media center by the teacher who is taking the students to the gym.<br><br>2nd grade students who will be in after school programming will be walked to room 175 by the teacher           | One teacher remains with the students that are walking. Students line up on the right side of the wall.<br><br>Signed out by the teacher<br>If parents do not arrive on time, please escort students to the front office and provide information to the paraprofessional that is assigned to your classroom | Bus Riders Front Door<br><br>Walkers exit through the door by the PK classroom 154. |

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|------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|      |                                                      | <p>who is taking the students to the gym.</p> <p>All students should be sitting underneath their bus sign by 3:33. This means you need to begin dismissal to ensure this timeline.</p> <p>Daycare riders are also sent to the gym.</p> <p>Once K- 2<sup>nd</sup> graders are lined up, students are escorted through the front door to their bus.</p> <p><b>Art/Music</b>– Coordinate with Media and PE teacher to exchange children. You will walk all bus riders in 1st grade to the gym.</p> <p><b>Ms. Colon</b> – Monitor students in bus line. Provide additional support where needed.</p> <p><b>Ms. Caraballo</b>– In the gym by 3:30 and monitors students in the gym.</p> <p><b>Ms. Santiago, Mr. Morales and Ms. Berrios</b> – Escort students to their buses.</p> | <p><b>Media</b> - Coordinate with Music and PE teacher to exchange children. You will walk all walkers in 1st grade to the exit by PK to have parents sign out their children.</p> <p><b>PE</b> – Pick up walkers in Media and Art and escort students to the exit near the PK classroom. Coordinate with Media on Tuesday's to determine who takes bussers and walkers.</p> |                                         |
| 3:40 | 3 <sup>rd</sup> and downstairs 4 <sup>th</sup> grade | At 3:40, teacher will walk class to exit near the Kindergarten classroom to release bus riders. Please make sure they are walking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | At 3:40, teacher will walk class to exit near the Kindergarten classroom to release walkers. Please make sure they are walking.                                                                                                                                                                                                                                              | Bus Riders Door near K classrooms (150) |